



Department of Health and Human Services  
Public Health Service  
Indian Health Service



## Vacancy Announcement

Announcement No.:	<b>IHS-06-074</b>
Opening Date:	<b>09-19-2006</b>
Closing Date:	<b>10-09-2006</b>
Area of Consideration:	<b>IHS-Wide</b>

And Any Qualified Indian Candidates

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**INDIAN PREFERENCE POLICY:** The Indian Health Service (IHS) is committed to affording employment preference to American Indian and Alaska Native candidates who meet the Secretary of the Interior's definition of Indian for appointment to vacancies within the IHS in accordance with established IHS policy as outlined in the Indian Health Manual, Part 7, Chapter 3. The IHS is also committed to achieving full and equal opportunity without discrimination because of race, religion, color, gender, national origin, age, physical or mental disability, and sexual orientation. The IHS has a zero tolerance for sexual harassment or reprisal.

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**POSITION TITLE, SERIES, GRADE:**

Program Assistant (OA)  
GS-0303-09

**OFFICE LOCATION:**

Indian Health Service  
Office of Clinical and Preventive Services  
Division of Diabetes Treatment and Prevention

**SALARY RANGE:**

GS-09-\$42,955-\$55,846  
(includes Locality Pay)

**Duty Station:**

Albuquerque, New Mexico

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- Position has no known promotion potential.
  - One permanent full-time position.
  - Travel and relocation expenses **may** be paid.
  - All applicants **must** address/submit KSA's to complete your application package and to receive consideration. All supporting documents (SF-50, etc.) must be received by cob the date this vacancy announcement closes.
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**BRIEF STATEMENT OF DUTIES:** This position is located in the Indian Health Service (IHS), Division of Diabetes Treatment and Prevention (DDTP). The incumbent serves as a Program Assistant and Confidential Assistant to the Division of Diabetes Director, in support of the IHS Division of Diabetes Treatment and Prevention, to include the 19 Diabetes Centers of Excellence (model projects), and 14 IHS Area Diabetes Consultants. Responsible for assigning, coordinating and performing a variety of complex administrative and programmatic duties. Coordinates multiple complex projects that arise within the program as well as procedural and management problems. Identifies key issues which require immediate attention, determines accuracy and relevance of information, and makes recommendations regarding possible solutions. Attends conference calls and meetings and is responsible to bring forth ideas and concerns, takes notes and provides a detailed report to the Director. Coordinates and tracks the quality, accuracy, responsiveness and timeliness of a broad array of written communication prepared within the IHS Division of Diabetes. Receives visitors to the program and prudently handles inquiries for information, etc., and/or answers questions of a substantive nature, initiates calls or contacts. Maintains supervisor's calendars, schedules and appointments. Prepares Director's travel utilizing GovTrip as well as Invitational Travel as directed. Incumbent oversees activities and daily workload of clerical and temporary help. Develops draft versions of identified reports, summaries and correspondence of significant importance. Prepares correspondence of non-technical nature. Maintains and tracks controlled correspondence, congressional responses, Forecast reports and issue statements. Types reports, records, documents and forms. Edits, proofs, prepares and formats scientific articles for professional staff publication according to journal standards and

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requirements. Prepares abstracts for publication and poster presentations according to standards and requirements. Maintains file and monitors incoming publications, regulations and directives. Oversees program publication bibliography including in-press manuscripts. Serves as conference/meeting coordinator for local, small meetings working with tribal, other governmental and private organizations; specifically provides oversight for Tribal Leaders Diabetes Committee quarterly meetings. Processes Travel Event Request for HQE. Program credit card holder, makes purchases as directed and processes requisitions. Assists staff with property inventories and office space management. Maintains office files and other data banks per Director's direction. Monitors assigned budgetary tracking projects to ensure that certain program financial records are current and up-to-date. Serves as a timekeeper for DDTP and other Department civil service staff. Assists in processing HR Personnel Forms. Provides oversight of program clerk. Specialized skills in utilizing office equipment, i.e. poster printer, poster scanner, digital camera. Performs other duties as assigned.

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## COMPETITIVE AND EXCEPTED SERVICE QUALIFICATIONS REQUIRED: Basic Requirements:

### Specialized Experience:

Candidates for the GS-09 must have had 52 weeks of Specialized Experience equivalent to at least the GS-08 grade level in the federal service.

**Specialized Experience** is experience that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position, and that is typically in or directly related to the work of the position. ***Specialized experience includes: Provides program support services to include office management, travel including processing of Travel Event Request (TERS), procurement and contracting processes, conference and meeting coordination, property management, personnel, and timekeeping. Experience that demonstrated ability to communicate effectively with a variety of individuals and groups, coordinate and manage complex schedules/calendars, monitor work assignments including providing feedback/evaluation, manage complex and, often, sensitive information, and manage office and work priorities. Experience that demonstrated knowledge of information management systems, Indian health system of care, basic concepts of project management, tribes/tribal organizations and community based programs, and time management.***

**Applicants must clearly demonstrate in their application that they possess strong qualifications/experience required of this position.** Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements.

**Time-In-Grade Requirements:** Merit Promotion candidates must have completed at least 52 weeks of service no more than 1 grade lower than the position to be filled.

- Applicants must meet all qualification requirements within 30 calendar days after the closing date of this announcement.
- Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements.

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**SUPPLEMENTAL QUESTIONNAIRE AND RANKING FACTORS:** If you meet the basic qualification requirements described in this announcement you will be further evaluated to determine whether or not you are highly qualified for this position. You should consider work or related experience, education, training, awards, outside activities, performance appraisals, etc., for each of the **Knowledge, Skills, and Abilities (KSA)**, listed below. You **MUST** provide clear, concise examples that show level of accomplishment or degree to which you possess the KSAs. The information you provide will be used to determine the “Best Qualified” candidates.

**Please address the following Knowledge, Skills, and Abilities (KSAs) on separate bond paper.**

### **RESPONSE TO THE FOLLOWING KSA’S IS MANDATORY**

1. Knowledge of the IHS Division of Diabetes Treatment and Prevention mission, goals and objectives.
2. Knowledge of and ability to interpret and apply federal and tribal government policies, procedures, regulations and guidelines.

3. Demonstrated knowledge of and experience in advanced office management and the application of basic project management concepts.
  4. Demonstrated ability to communicate orally and in writing.
- These standards also cover positions in the Excepted Service filled under 5 CFR 213.31 16(b) (8) by Indians entitled to Indian Preference.

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## WHO MAY APPLY:

**Merit Promotion Candidates:** Applicants will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the Competitive Federal Service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian Preference.

**Excepted Service Examining Plan (ESEP) Candidates:** Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or reinstatement eligibles entitled to Indian Preference may also apply under the provision of the Indian Health Service ESEP.

- Candidates must indicate whether their application is being submitted under the *IHS Excepted Service Examining Plan* or the *IHS Merit Promotion Plan*, or both if applicable.

**Veteran's Preference:** Veterans who are preference eligibles and who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce. To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit [Form SF-15, Application for 10-point Veterans Preference](#). For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the [VetGuide](#).

**Commissioned Corps Officers:** PHS Commissioned Corps Officers are invited to apply for applicable professional positions for which they are qualified. The USPHS Commissioned Corps Officers who wish to apply for this vacancy announcement must submit a resume and meet the same experience and training requirements for positions as Civil Service applicants as provided by the Indian Health Manual, Part 7, Chapter 3 "Indian Preference", and all other documents specified in this announcement including KSAs, transcripts, registration, etc."

## **Displaced Federal Employees:**

SPECIAL SELECTION PRIORITY PROVISIONS FOR SURPLUS OR DISPLACED FEDERAL EMPLOYEES UNDER A CAREER TRANSITION ASSISTANCE PLAN (CTAP).

### A. CTAP (for Non - DOD Agencies Only)

If you are currently an employee who has received a Reduction-in-Force (RIF) separation notice, a Certificate of Expected Separation (CES), or notice of proposed separation for declining a direct reassignment or transfer of function outside of the local commuting area, you may be entitled to special selection priority under the Career Transition Assistance Plan (CTAP).

To receive this priority consideration you must:

1. Be a current Indian Health Service career or career-conditional (tenure group I or II) competitive service employee who has received a RIF separation notice, a Certificate of Expected Separation (CES), or notice of proposed separation for declining a directed reassignment or transfer of function outside of the local commuting area, and you are still on the rolls of the Indian Health Service. You must submit a copy of the RIF notice, CES, or notice of proposed separation with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by the Indian Health Service in the same commuting area of the position for which you are requesting selection priority.
5. File your application by the closing date of the vacancy announcement and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well-qualified for the position. Well qualified employees are eligible displaced Federal employees who meet the qualification and eligibility requirements for the position (including any selective factors) and possess the knowledge, skills, and abilities (KSA) to succeed in the position without undue interruption. Under IHS merit promotion procedures, the employee will be rated and ranked against an established cut-off score to determine the best qualified applicant.

**B. ICTAP (for all Federal Agencies)**

SPECIAL SELECTION PRIORITY PROVISIONS FOR DISPLACED FEDERAL EMPLOYEES UNDER THE *INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN* (ICTAP). If you are a displaced Federal employee, you may be entitled to receive special selection priority under the Interagency Career Transition Assistance Plan (ICTAP). To receive this priority you must:

1. Be a displaced Federal employee. You must submit with your application a copy of the appropriate documentation, such as a RIF separation notice, a Standard Form 50 reflecting your RIF separation, or a notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area. The following categories of persons are considered displaced employees:
  - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
    1. Received a specific RIF separation notice; or
    2. Separated because of a compensable injury or illness, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
    3. Retired with a disability and whose disability annuity has been, or is being, terminated; or
    4. Upon receipt of a RIF separation notice, retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF," or retired under the discontinued service retirement option;
  - OR**
  - B. Former Military Reserve or National Guard Technicians who are receiving a special OPM disability retirement annuity under Section § 8337(H) or § 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or the equivalent. You must submit a copy of this performance rating with your application package. (*This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.*)

4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting selection priority.
5. File your application by the closing date of the vacancy announcement and meet all of the application criteria (e.g., submit all required documentation, etc.).
6. Be rated "well-qualified" for the position. Well-qualified employees are eligible displaced Federal employees who meet the qualification and eligibility requirements for the position (including any selective factors) and possess the knowledge, skills, and abilities (KSA) to satisfactorily perform the duties of the position upon entry. Under IHS merit promotion procedures, the employees will be rated and ranked against an established cut-off score to determine the best qualified applicant.

Reasonable Accommodation for Disabled Applicants: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Division of Human Resources at (301) 443-6520. The decision on granting reasonable accommodation will be on a case-by-case basis. TTY number is 301-443-6394.

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#### **WHERE TO APPLY:**

**Indian Health Service  
Division of Human Resources  
12300 Twinbrook Parkway, Suite 230  
Rockville, Maryland 20852**

- A copy of this announcement may be obtained by calling **DHR** at (301) 443-6520. Vacancy Announcements may also be downloaded from the **OPM Website** - [www.usajobs.opm.gov](http://www.usajobs.opm.gov) or **IHS Website** - [www.ihs.gov](http://www.ihs.gov).
- For additional information, contact the Division of Human Resources, at (301) 443-6520.
- The deadline for receipt of complete applications is close of business of the closing date of this announcement.
- Applications mailed using government postage and/or internal federal government mail systems are in violation of agency and postal regulations and will not be accepted.
- Telefaxed applications will NOT be accepted.
- Email applications will be accepted and may be emailed to [HQDHR@ihs.gov](mailto:HQDHR@ihs.gov) All supporting documents must be submitted by the closing date of the announcement. Incomplete applications will not be considered and returned to the applicant
- All applications are subject to retention. Requests for copies will not be honored. Additional information will not be solicited by this office.

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#### **OTHER IMPORTANT INFORMATION:**

- **Verification of Indian Preference:** Applicants who wish to receive Indian Preference **MUST** submit the BIA Form 4432, *Verification of Indian Preference for Employment in BIA and IHS Only*. This certifies the applicant an Indian as defined by the Indian Health Manual, Part 7, Chapter 3. **Indian Preference will not be given unless**

**BIA Form 4432 is attached to the application/resume.**

- Before hiring, the IHS will ask you to complete a “Declaration of Federal Employment” to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.
- **If you are a male over the age of 18, and born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.**
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries reduced. All employees must pay any valid delinquent debt or the agency may garnish their salary.

## HOW TO APPLY

Choose one of the following forms to apply for this job. Please submit one application or resume for each different job.		
Optional Application for Federal Employment	Application for Federal Employment	Resume or Other written application format with information

(form number OF-612)	(form number SF-171)	requested below.
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\*\*\*If your resume or application does not provide all the information AND supporting documentation we request, you will not receive consideration for this job. This includes Veterans preference (DD-214, SF-15), Indian Preference (BIA-4432), KSAs, Notification of Personnel Action (SF-50), education (transcripts), training and/or experience.

Your resume *or* other application format **MUST** contain the following information:

#### JOB INFORMATION

Announcement number, title, and grade(s) of the job for which you are applying

#### PERSONAL INFORMATION

Full name, mailing address (with zip codes), day and evening phone numbers (include area codes),

Social Security Number

Country of citizenship

#### EDUCATION

High School (name, city, and state) and date of diploma or GED

College and/or universities (name, city, and state, major, type and year of degrees received)

Copies of college transcripts, if applicable. **Education will NOT be given credit without them.**

#### WORK EXPERIENCE

Give the following for your paid and non-paid work experience related to the job for which you are applying:

Job title (**if Federal, please indicate series and grade**)

Duties and accomplishments

Employer's name and address

Supervisor's name and phone number

Starting and ending dates (**month and year**)

**Hours per week**

Salary

Indicate if we may contact your current supervisor

#### OTHER QUALIFICATIONS

*Give dates but do not send documents unless requested:*

Job related training courses (title and year)

Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed

Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)

Honors, awards, and special accomplishments, for example, publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.

**KSA Ranking Factors (see vacancy announcement)**

Submit the following documents along with your chosen application format if you are in one of the following categories:

<p><b>COMMISSIONED OFFICER</b></p> <p>A. Current Billet description.</p> <p>B. Most recent "Commissioned Officers Effectiveness Report".</p> <p>C. All other documents specified in this announcement including KSAs, transcripts, registration, etc."</p>	<p><b>INDIAN PREFERENCE</b></p> <p><i>Verification of Indian Preference for Employment, Bureau of Indian Affairs (BIA) Form-4432.</i></p> <p><i>Current IHS Headquarters employees may state that proof of Indian preference is on file in the Official Personnel Folder.</i></p> <p><i>Preference will not be given unless a copy of the 4432 is attached to the application.</i></p>	<p><b>VETERAN PREFERENCE</b></p> <p><i>Certificates of Release or discharge from Active Duty, VA form DD-214, and/or Application for 10 point Veteran Preference, Form SF-15.</i></p> <p><i>To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connected disability. Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application.</i></p>	<p><b>FEDERAL EMPLOYEE</b> (Current, former or displaced)</p> <p>A. Notification of Personnel Action, SF-50.</p> <p>B. Most recent numerical performance rating.</p> <p><i>Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status is attached to the application.</i></p>
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U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES

### Applicant Background Survey

OMB number 0990-0208

Expires 8-31-2001

### GENERAL INSTRUCTIONS

This survey is used to collect and analyze data involving race, sex, age, disability, and national origin from applicants for employment. The information you provide will be used for statistical purposes only and will not in any way affect you individually. While completion of this form is voluntary, your cooperation is important to help ensure accurate information regarding employment practices. We ask you to answer each of



the questions to the best of your ability. Print your answer clearly. Read each item thoroughly before selecting the appropriate response.

**A. Announcement number(s) and/or position(s) for which you are applying:**

**B. Year of Birth:**

**C. For Agency Use:**

**D. How did you learn about the position or exam for which you are applying? For example: radio, job fair, friend, newspaper, school counselor, etc.**

**E. Ethnicity**

- ☐ HISPANIC or LATINO - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- ☐ NOT HISPANIC or LATINO

**F. Race (select one or more)**

- ☐ AMERICAN INDIAN or ALASKA NATIVE - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
- ☐ ASIAN - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
- ☐ BLACK or AFRICAN AMERICAN - a person having origins in any of the black racial groups of Africa.
- ☐ NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
- ☐ WHITE - a person having origins in any of the original peoples of Europe, the Middle East, or North America.

**G. Sex**

- ☐ Male
- ☐ Female

**H. Disability**

A person is disabled if he or she has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

- |  |  |
|--|--|
| <input type="checkbox"/> I do not have a disability                                    | <input type="checkbox"/> Convulsive disorder                     |
| <input type="checkbox"/> Deaf  | <input type="checkbox"/> Mental retardation                      |
| <input type="checkbox"/> Blind   | <input type="checkbox"/> Mental or emotional illness             |
| <input type="checkbox"/> Missing extremities   | <input type="checkbox"/> Severe distortion of limbs and/or spine |
| <input type="checkbox"/> Partial paralysis   |  |
| <input type="checkbox"/> Complete paralysis  |  |
| <input type="checkbox"/> I have a disability, but it is not listed ( <i>specify</i> ): |  |

**PRIVACY ACT AND PAPERWORK REDUCTION STATEMENT**

**Privacy Act Information:** This information is provided pursuant to Public Law 93-579 ("Privacy Act of 1974") for individuals completing Federal records and forms that solicit personal information. The authority is Title V of the U.S. Code, sections 1301, 3301, 3304, and 7201. ■ **Purpose and Routine Uses:** This form is maintained in Privacy Act system records 09-90-0006, Applicants for Employment Records, HHS/OS/ASMB. The information in this survey is used solely for research and for statistical purposes to help ensure that agency personnel practices meet the requirements of Federal law. No other uses will be made of this information. This form will be separated from other application materials upon receipt. ■ **Effects of Non-Disclosure:** Providing this information is voluntary; no individual personnel selections are made based on this information. ■ **Paperwork Reduction Act Statement:** A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a current valid OMB control number. Public reporting burden for this collection of information is estimated to vary from one to three minutes with an average of two minutes per response, including time for reviewing instructions, and completing and reviewing the collection of information.